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M E M O R A N D U M

TO: Agency Finance Directors

FROM: Ronnie Head, CPA
Senior Assistant Comptroller General

SUBJECT: New Mileage Rate

DATE: December 17, 2015

The 2015-2016 General Appropriations Act in Proviso 117.20.J provides for mileage reimbursements at the standard business mileage rate established by the Internal Revenue Service. Beginning on January 1, 2016, the Internal Revenue Service rate will be 54 cents per mile (IRS Revenue IR 2015-137). Reimbursement for trips taken on or after January 1, 2016, will be at the rate of 54 cents per mile.

As a reminder, the same proviso in the General Appropriations Act also directs a reimbursement rate of 4 cents per mile less than the standard business mileage rate when an employee chooses to use his or her personal vehicle when a motor pool vehicle is reasonably available. This rate will change to 50 cents per mile for reimbursement for trips taken on or after January 1, 2016.

Please have all travel with mileage reimbursement completed and in the Comptroller General's Office by the close of business Friday, January 15, 2016.

If you have any questions regarding this matter, please contact me at rhead@cg.sc.gov at 803-734-2347.